

Tips for Completing a Successful MACRO Grant Application

Below are several tips to help you complete your MACRO grant application, and increase your chances of receiving a grant award. As always, please call us if you have any questions while completing your application.

When completing your grant application, be sure to:

1. Talk to us along the way.
2. Request only funds for a conflict resolution project or program. MACRO does not fund projects that do not involve conflict resolution.
3. Complete all items on the application cover sheet.
4. Summarize your project as clearly, but briefly, as possible, at the bottom of the cover sheet. MACRO uses this information in a number of places, in managing your grant.
5. Answer, as thoroughly as possible, all of the narrative questions in the Project Description section. Make sure that we have enough information on *what* the project is, what your goals are for the project, *why* the project is needed, and *when* you expect things to be happening. (Suggestion: Have someone who is not familiar with your organization or project, read a draft of your project description to see if they understand what it is you are planning.)
6. Plan ahead for how you will evaluate the success of your project. The evaluation section of your application should reference the goals you state in your project description, and include specific things you will be looking for that will tell you whether your project has been successful.
7. Complete both the financial and narrative sections of the Budget Request Form, and attach it to your application. Your budget request should include a detailed breakdown of the items for which you are requesting funding, and, in general, should match your project description.
8. Include as much match (cash or in-kind), as possible. While MACRO does not require matches for newer projects, the Grant Review Committee looks more favorably on projects that have a significant match. If you are requesting renewal funds for a third year or more, your request must include a **cash** match of at least 15% for 3rd year projects, and at least 30% for projects in their 4th year or beyond.
9. Provide a thoughtful and thorough answer to question on how you will continue to support your project after your MACRO grant funds have been expended.
10. Submit your application with an original signature of your organization's chief executive, and submit it to us by the posted deadline.

If you have questions, or would like more information on MACRO's Grant Programs, please call Alecia Parker, MACRO's Budget and Grants Director at 410-260-3544.